

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140165-0
REPORTS INVENTORY

DDS/OTR/ISS - 38

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Information Science Training-Separations plus Class Hours

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

XX MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

XX

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

12

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

12

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

XX

YES

IF YES GIVE ADP PROCESSING NO.

606F

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Att. B IHC-D-113.5/9 20 May 69

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS

OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

(Form 136,

Form 1961)

Personnel data in computer

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|--------------|-------------|---|------------------|---|-----------------|---|----------------|---|---------------|
| Same as 601A | | | | | | | | | |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | |
|-------------------------------------|--------|
| 3 pages x 12 copies x 5¢ per page = | |
| | \$1.80 |

TOTAL COSTS PER YEAR

\$1.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

July 1969

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

XX

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

0

DOLLARS

0

STAT

16. DATE OF INVENTORY

9

OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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Records Management Officer, OTR

18. EXTENSION

FORM

112

Classification

(22-36-43)